

SECTION 01590

FIELD OFFICES AND SHEDS

(Revise this section as required and approved by MBTA project manager)

1.1 DESCRIPTION

- A.** This section specifies the general requirements for field offices and sheds.
- B.** The work under this section includes all labor, equipment, materials, and services to furnish, install and maintain an Owner's field office in a location approved by the Owner in the immediate location of the project, separate from any building or buildings used by the Contractor.
- C.** The work includes but is not necessarily limited to:
 - 1. One (1) new modular trailer field office.
 - 2. Sanitary facilities.
 - 3. Heating facilities.
 - 4. Lighting facilities.
 - 5. Telephone and electric services.
 - 6. Fencing and gates for field office area.
 - 7. Office furniture and equipment.
 - 8. Maintenance of field offices.
 - 9. Inspection devices.
- D.** The area occupied by the trailer and associated parking spaces shall be enclosed with a 72 inch high chain link fence including a twelve-foot clear opening double-swing gate and a four-foot pedestrian gate all with three-strand barbed wire on extension arms conforming to Section 02444 Chain-Link Fence and Gates of the Standard Specifications and approved by the Owner. Payment for the enclosure fence shall be made under item numbers in Section 02444.
- E.** Submittals
 - 1. Trailer layout and details, equipment list.

1.2 FIELD OFFICE

- A.** Provide one (1) new modular field office trailer, fully equipped and ready for occupancy by the Owner, prior to the commencement of any construction work on the project. The trailer shall remain on location for 60 days after final acceptance of the contract.
- B.** Modular field office trailer shall be manufactured by McCarthy Mobile Offices Inc., Lynnfield, MA; Relco Corporation, North Andover, MA; Design Space International, Medford, MA; or equal. Trailer shall contain approximately ___ square feet of floor space, and shall include the following provisions unless otherwise noted:

1. Partitions for office, toilet area, conference room, etc., as follows:
 - a. A trailer with one office (____ sq. ft.), one conference room (____ sq. ft.), and toilet facilities and kitchenette facilities.
 2. Overhead cabinets and bookshelves
 3. Three wardrobe closet
 4. All windows operative
 5. Shades or venetian blinds for windows
 6. Air conditioning and electric heating equipment capable of maintaining a temperature of 70°F.
 7. Two-tube fluorescent lighting fixtures as required to provide illumination of 70-foot candles in all areas, controlled by surface mounted toggle switches located near the entrance for each room of the trailer as directed by the Owner.
 8. Double convenience receptacles located throughout the trailer.
 9. Electric sanitary water cooler with refrigerated storage compartment, supplied with cups and bottled spring drinking water for the duration of the project.
 10. Sanitary facilities, including supplying toilet tissue, paper towels and soap.
- C.** Arrange for and comply with all necessary local permits and inspections including and incidental costs.
- D.** Arrange for electrical service for the trailer and provide the necessary meter connections, fuse box and switch as required by the utility company.
- E.** The trailer shall be "blocked-up", "leveled off" and the bottom closed in with plywood or other approved material as directed by the Owner. Provide approved wooden steps (four feet wide) with handrails at the entrances to the trailer.
- F.** All electrical and plumbing work shall conform with state and local codes.
- G.** Provide 3/4-inch copper tubing for the water service, provided with sufficient pressure to completely expel the contents of the water closet in one operation. Provide approved electrical heating tape, as directed, together with necessary switches and thermostat for each water pipe, to prevent freezing.

- H.** Provide suitable septic tank and make proper sanitary connections thereto from the trailer if sewerage facilities are not available.
- I.** Insulate all services where necessary.

1.3 FIELD LABORATORY

- A.** Where required by the Contract Specifications, provide a field laboratory to be used exclusively by the Owner and his inspectors to conduct materials and soil tests. The field laboratory shall have a minimum floor space of 160 square feet, be entirely enclosed, and provided with two windows with screens that can be opened and one door capable of being locked. Equip with suitable work tables, benches, and chairs, and cupboards and lockers with locks and keys for storage of equipment and records. The building shall be maintained weatherproof, and have satisfactory lighting, heating, and water supply and sanitary facilities. The laboratory shall be situated as approved by the Owner at a location on the Contract site or in the immediate vicinity thereof, or may be in a trailer which shall be moved to various locations as required by the Owner.

1.4 FIELD OFFICE EQUIPMENT

- A.** Equipment for Owner's field office shall remain property of the Contractor upon completion of the work. Equipment to be provided shall include the following:
 1. Suitable non-freezing type fire extinguisher shall be furnished for each trailer.
 2. _____ office type desks, minimum top dimensions 32 in. x 60 in., with two or more drawers on each side.
 3. _____ swirl desk chairs on casters with adjustable height tilt seat (one for each office type desk).
 4. One slant-top drafting table, 48 in. x 89 in. minimum size with cover and storage compartment, and a parallel rule.
 5. One adjustable height swirl type stool (drafting table type) on casters.
 6. The drafting table shall be provided with a swivel type drafting table lamp as approved by the Owner.
 7. _____ utility tables 30 inches high, minimum top size 30 in. x 60 in. (one for each office type desk, two for conference table).
 8. _____ folding-type chairs (one for each desk plus _____ for conference trailer).

9. One fire-resistant drawer-type safe, legal size, with combination lock. Combination to be reset at the direction of the Owner and revealed only to Owner.
10. Two legal size metal filing cabinets, four drawers, with lock to remain the property of the Owner.
11. Three electric pencil sharpeners
12. Two fully automatic electric calculators with tape standard 10 bank. Provide tape for the duration of the project.
13. One plain paper dry-copier capable of accepting originals sized up to 11 x 17 inch and of making reductions or enlargements. Provide maintenance, paper, toner, and all other required copier supplies for the duration of the project.
14. _____ lockers with locks shall be supplied for Field Inspectors.
15. Three round wastebaskets.
16. Provide telephone service consisting of separate line to trailer, line having a unique telephone number. Telephone service shall include two (2), one-line phone and one dedicated line for the telecopier (FAX) machine. Phone line shall be designated for voice service and shall have call waiting and call forwarding.
17. Provide one plain paper telecopier (FAX) machine with a telephone set. Provide paper and other supplies for the duration of the project. All costs for installation, maintenance and removal of the equipment shall be borne by the Contractor.
18. Provide two battery operated wall clocks
19. Two dust pans and brushes
20. Two 50 LF fiberglass tape (Owner's)
21. Two 100 LF fiberglass tape (Owner's)
22. One plan rack to be equipped with 10 rods of an approved design.
23. Furnish and maintain two industrial type first aid kit.
24. Provide all equipment (hardware, software, licenses, data communications lines, equipment, and installation services) necessary to enable all PC Workstations to fully participate in the MBTA's network. Participation to include the capability to log in to all Owner networked applications including, but not limited to the

MBTA network, the Owner's Capital Management System, MBTA Email, and the Owner's document storage and retrieval system.

- a. Connectivity to MBTA network using the current standard models of Cisco switch and Cisco router. (contact MBTA manager of Data Communications for current standards)
 - b. Provide minimum 384K bandwidth for 1-3 users and minimum 768K bandwidth for 3-12 user project offices.
 - c. Provide 8 AM - 5PM EST on-site maintenance for all related equipment for the duration of the project.
 - d. Provide scanning/input device(s) as needed to accommodate the quantities and types of documents processed in the project Office.
 - e. Provide printing/output devices as needed to produce the quantities and types of documents produced in the project office.
25. Provide one Concrete Air Meter, Type B complying with the requirements of ASTM C231. Acceptable suppliers include:
- a. Forney, Inc.
c/o Myers Associates
28 Horseshoe Drive
Scarborough, ME 04074
Model No. LA-0316
 - b. TMI
1048 24th Street
Beaver Falls PA 15010
Model No. CA-500
 - c. Humboldt, Inc.
7300 West Agatite Avenue
Norridge, IL 60656
Model H-2786P
 - d. Owner approved equal

1.5 MAINTENANCE OF FIELD OFFICE

A. The Contractor shall provide maintenance and custodian service which shall include the following:

1. Daily trash removal
2. Weekly floor cleaning and waxing
3. Clean windows twice a month

4. Necessary repairs to damaged, vandalized or defective parts of equipment
5. Continue maintenance for 60 days after final acceptance of the work and keep the field offices clean, orderly, and in working condition at all times
6. Protect the field offices and their contents throughout the 24 hours of the day and be responsible for any loss of property of employees of the Owner housed therein, due to either fire, theft, vandalism or other causes.
7. Title to the field offices and equipment shall remain in the name of the Contractor, except as specified herein
8. Payment of regular electrical utility charges, and regular telephone charges will be the responsibility of the contractor.

1.6 INSURANCE AND REPLACEMENT

- A. At the time the field offices are made available to the Owner, the Contractor shall furnish evidence to the Owner that insurance has been obtained which will protect the Owner and/or its employees against loss of property in the office trailer from fire, theft, storm, or flood.
- B. The insurance shall be satisfactory to the Owner in form, coverage and substance in the amount of \$2,500 non-deductible. The insurance shall be kept in effect 60 days after final acceptance of the work, with evidence of all necessary renewals being promptly forwarded to the Owner.
- C. In case of fire, theft, vandalism, or breakdown, all equipment involved shall be repaired or replaced by the Contractor within 48 hours and in the event a field office is destroyed or rendered untenable for any reasons, it shall be replaced within two weeks or as directed.

1.7 DEMOBILIZATION OF OWNER'S FIELD OFFICE

- A. The Contractor shall not sooner than sixty (60) days or longer than ninety (90) days from the final acceptance date of the work, remove and take possession of the trailer field offices, and all other associated Owner field office improvements to include water cooler, wooden steps, drafting table stool, drafting table, safe, pagers, copier and facsimile machine, as well as fire extinguishers, desk chairs, folding chairs, filing cabinets, lockers, wastebaskets, and telephones. The Contractor shall perform the necessary work to leave the Owner's field office site in a neat and orderly condition. All other utilities shall be cut at the property line and plugged.

1.8 MEASUREMENT

- A.** All work included in this section will be paid for at a Lump Sum price, which price and payment therefore shall constitute full compensation for all work as specified.

1.9 PAYMENT

- A.** Installation of potable water supply, sanitary waste disposal, telephone and electrical service to the field offices, including all associated materials and labor incidental to providing the services, shall be included under the contract lump sum price for the Field Office.
- B.** Payment for the Field Office and all other work specified in this section will be made at the contract lump sum price for Field Office-Trailer, Payment Item No. 0130.100, which price shall include full compensation for all material and work required. The basis of payment will be 50% of the lump sum price stipulated under Payment Item No. 0130.100, payable on the first estimate subsequent to complete installation of the field office with all equipment required. The remaining 50% will be pro-rated in equal amounts on each subsequent monthly estimate. The final month pro-rate amount will not be paid until the final payment. No separate payment will be made for utilities, holding tank, services, suppliers, maintenance, insurance, incidentals, and all costs therewith shall be included in the lump sum price.

1.10 PAYMENT ITEM

<u>Item No.</u>	<u>Description</u>	<u>Unit</u>
0130.100	Field office - Trailer	LS

END OF SECTION